

## **CITY OF BURBANK**

### **SENIOR CIVIL ENGINEER/BWP**

#### **DEFINITION**

Under direction, to manage and implement a water utility Capital Improvement Program; supervise, develop, and mentor employees; design water mains, pumping stations, and storage facilities; perform project management, contract management of specialty contractors, customer contact and professional civil/sanitary engineering work in support of production, operation, distribution, and maintenance activities of an operating water utility; act as governmental and regulatory agency liaison; and do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, evaluates, and schedules a group of para-professional and professional engineers in the investigation, design, preparation, and review of a variety of plans, estimates, and reports involved in water utility projects; initiates and directs preliminary designs, studies, and cost estimates for assigned and proposed projects; determines the need for basic data such as field surveys, location of utilities, soil tests, and requests/obtains information through appropriate contacts; performs difficult research, investigation, and design work; prepares design calculations; checks and reviews plans, drawings, specifications, and reports; develops standard or special designs, plans, specifications, and specific job procedures for projects; advises the public, contractors, and other City departments on water utility engineering matters; coordinates engineering work and construction performed by City employees and/or contractors; prepares staff reports for the BWP Board and City Council action; represents the water utility at public forums, internal and external to the City; administers major contracts with consultants/contractors for studies, design, or construction projects; develops Capital Improvement budgets and secures appropriate funding (Aid in Construction) from developers and other City departments to support capital projects; maintains working literacy in governmental and regulatory agency rules, statutes, and laws and makes grant applications; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the principles and practices of civil/sanitary engineering; civil engineering methods and practices used in the preparation of designs, plans, specifications, estimates, and reports as applied to water utility and/or municipal engineering; regulatory requirements governing water utility operations; the principles and techniques of drafting and mapping; field engineering and construction methods.
- Skill in – interpersonal, written, and oral communications; designing and making presentations; designing and interpreting specifications, plans, and drawings; field engineering methods; finding engineering information sources; making accurate engineering computations.
- Ability to - understand technical engineering questions and provide accurate information; receive assignments in general terms and plan, layout, and direct the work of engineering staff on a variety of problems; coordinate the work of a unit with a general program or a specific problem; practice sound personnel management and supervision; establish and maintain effective working relationships with supervisors, fellow employees, other utility companies, regulatory agencies, and the general public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to: a Bachelor of Science degree from an accredited college or university with major course work in civil engineering; five years of professional engineering experience in a retail or wholesale water/wastewater utility, including three years of supervisory experience; computer experience in Excel, Word, Access, and hydraulic modeling.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment; registration as a Civil Engineer in the State of California, or registration in another state and have the ability to become registered in California within six months of appointment through reciprocity, is required.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** A Master’s degree in Civil Engineering.